

Membership Criteria

NCHS Key Club Policies & Procedures

Each member is expected to:

- Attend one weekly meeting **each week** (or, in the event of extenuating circumstances, documentation must be submitted to an officer and a make-up meeting scheduled.)
- Complete a minimum of 40 hours first semester and 40 hours second semester (freshmen: 25 hours first semester/25 hours second semester).
***See "Service Hours and Points" for breakdown of hours.*
- Maintain good citizenship and passing grades.
- Adhere to all school policies & procedures which include the student code of conduct.

In addition to the above policies, officers are expected to:

- Attend weekly board meetings.
- Complete an additional 20 hours of service for the year.
- Fulfill individual office duties.
- Act as advisor to a club committee.
- Report regularly to advisors and president.
- Attend Division 1 South events.

Service Hours and Points

- Overview
 1. Complete first four service hours by September 30 (refer to required events for members). This would not apply to any member joining after September 30. However, his/her first four hours of service would be due within the first two weeks of membership.
 2. All members are expected to participate in any major Kiwanis event, as in the Cowtown Classic.
 3. Hours are accrued. Additional first semester hours can be used for second semester.
 4. Not all hours come from physical service. The following are minimums that must be satisfied by year's end...
- Physical Hours – 60 Hours
 1. Members will be credited with the number of hours worked at a service project. If a member signs up for a project and does not call 24 hours ahead OR get someone to replace them for the project, then the member will be docked one hour.
 2. Members must participate in the Major Emphasis Project, Governor's Project, District Project, and Division Project.
 3. Attendance at meetings or other Key Club functions earns hours, but not for the number of hours attended. Instead, attendance translates into points. 10 points = 1 hour.
- Physical Donations – 12 Hours

1. Physical donations such as can tabs, newspaper, canned food, etc. will be translated into hours.
 2. Ex. 300 can tabs = 1 hour, 5 used books = 1 hour, etc.
- Fundraising – 8 hours
 1. Members must participate in fundraising for the club, such as selling Braided Bread.
 2. Raising money for charities such as UNICEF, March of Dimes, Pennies for Patients, World Vision, or Children's Miracle Network will also earn hours.
 3. \$10 = 1 hour. Regarding club fundraisers, only profits earned count toward hour credit.
 4. Failure to participate in a required fundraiser or to meet the fundraiser's established minimum will result in probation.

Probation

- A club member/officer will be put on probation for failure to comply with any of the above policies and procedures or for missing three consecutive meetings without an excuse. Missed meetings due to work will be excused only to those members who turn in a work schedule with hours sheets.
- To be relieved, course of action will be determined by the reason a member was put on probation. Members will have **2 weeks** to clear probation before having their membership terminated.
 - General Probation - (insufficient hours, insufficient attendance) – Member must participate in 2 major service projects and cannot be absent from any club meetings (unless excused).
 - Academic Probation – Receive tutoring at least twice a week until passing grade is achieved.
 - Disciplinary Probation- Member will only serve on campus for full probationary period.

Club/School Disciplinary Integration

- Due to the fact that North Crowley Key Club exists on the North Crowley High School campus, we represent both Key Club International and North Crowley High School. This makes it imperative that members comply with ethics and uphold both codes of conduct. Failure to do so can/will result in disciplinary consequences from both North Crowley Key Club and North Crowley High School.

Termination of Club Membership

- No more than two probationary periods will be allowed per school calendar year.
- Will be left to the discretion of the executive board, the advisor, or the school administration.
- Assignment to the Alternative School will result in immediate termination.
- The executive board reserves the right to allow dismissed members to rejoin the following semester with the local due of \$6.

Awards

- At the end of each year, North Crowley Key Club holds an annual banquet. Below is how each award is determined.
 1. Top Ten Hours – Members who have accumulated the most *physical* service hours. Officers are not eligible
 2. Top Fundraiser – Member who has raised the most money for club funds and club charities.
 3. Key Clubber of the Year – Member who exemplifies character, leadership, enthusiasm, and participation. Key Clubber of the Year will be selected from a pool of “Member of the Month” recipients. Freshmen and officers are not eligible.
 4. Rookie of the Year – Freshman member who is well-rounded, has good character, actively participates, and shows potential as a club leader
 5. Advisor's Choice – A member or officer who is not always recognized upfront by others but whose behind-the-scenes work is seen by Advisor Donna Newsham
 6. Outstanding Officer (Officer of the Year) – Nominees will be selected by the board then voted on at a club meeting, with board votes counting twice and member votes counting once. An officer may not win two years in a row. In selecting officer of the year, the following are considered:
 - Availability to members for questions or help
 - Visible presence at events
 - Performance at carrying out duties specific to office held
 - Readiness to help perform duties of other officers who have not been doing their jobs well

Buddy Award – Named after Kiwanis advisor Buddy Williams, this is the club's highest award. It goes to an outstanding senior member who displays leadership, character building, care, and inclusiveness. He/she also maintains high academic standards. Only those who fill out an application will be considered.

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